

DOC	2	REV	26/03/80	008991
CLASS	38	NO	38	02
CLASS	5	FILES	3	REV CLASS
JUST	22	NEW REV	2010	AUTH: BR 10-2

6 December 1963

MEMORANDUM FOR: Chief, Confidential Funds Division

SUBJECT : Special Report On Functions and Management of Monetary Activities

1. The eight major functions of the Monetary Branch are listed below with a brief justification for each function:

a. Funding Field Stations - The Branch is responsible for funding all Field Stations and to assure that an adequate supply of funds is available at each installation.

c. Cash and Check Disbursing - This function is to provide at Headquarters a counter cash and check service.

e. Develop and Maintain Station Funding Plans - This function is required to assure that every station is properly funded.

g. Assist Clandestine Services in Developing Funding Arrangements for Projects, Agents and Special Activities - This function enables the Monetary Branch to provide the clandestine services with various funding arrangements through the many assets available to the Branch

h. Funds Custodian - This function encompasses the maintenance of records to account for all funds drawn from the United States Treasury and disbursed by the Branch and the safe keeping of Monetary assets.

- 2 -

25X9 2. The present T/O for the Monetary Branch is [REDACTED] Should the T/O be reduced by 5% or [REDACTED] it would be recommended that the following functions or services be eliminated or curtailed to absorb such a reduction:

25X1A a. Discontinue the Mobile Teller who services daily TSD and [REDACTED] This daily run consumes approximately two (2) to three (3) man hours.

b. Reduce the disbursing hours from six (6) hours to three (3) hours. This would save approximately five (5) to six (6) man hours per day.

3. The following suggestions are made pursuant to your request that we recommend what steps could be taken to reduce the requirements for man power:

a. That the Chief of the Clandestine Services issue an order restricting the cashing of checks at Field Stations.

b. That the Pay Period Payment of the difference between Cover Pay and Agency Pay be restricted to a quarterly basis if the difference is less than \$100.00 per pay period.

c. That checks be issued for claims in lieu of cash.

4. The following steps have been taken during the past year to enable the Branch to absorb the increased volume with the minimum reduction of controls:

25X1C [REDACTED] b. Revised the procedure for accounting for Agent cashier disbursements.

c. Installed a money counting machine.

d. Arranged with Brink's Inc. to transport weekly funds from the United States Treasury to CIA Headquarters.

e. Authorized Field Stations with approved funding plans to order their currency directly from the Monetary operation providing them with funds with an info copy to the Branch.

f. Arranged for and authorized where possible bimonthly funding of Field Stations in lieu of monthly.

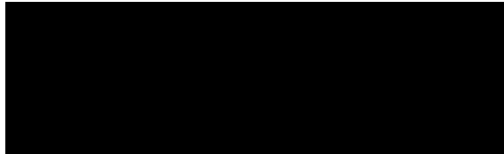
25X1C [REDACTED] i. Decentralized the preparation of form 1166, Voucher and Schedule Payments, to operating components and in some instances certification of same.

~~SECRET~~

~~CONFIDENTIAL~~

- 3 -

5. Attached is statistical comparison of work load increase comparing fiscal year 1963 to fiscal year 1957.



25X1A

Chief, Monetary Branch

Attachment
As stated

GROUP 1
Excluded from automatic
downgrading and
declassification